



Job Opportunities at New York State Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

Special Assistant, Office of Community Renewal

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York State. HCR consists of all the major housing and community renewal agencies of New York State, which were merged and integrated under a single management structure.

Under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnauskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo, and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low- and moderate-income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

The Office of Community Renewal (OCR) is within the Single Family and Community Development unit, one of four program offices within NYSHCR. OCR mission is to administer a combination of State and Federal funding resources to develop or support programs that provide decent housing, a suitable living environment, and expand economic opportunities for low- and moderate-income persons.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies.

New York State Homes and Community Renewal currently offers the possibility of a hybrid workplace through our Telecommuting Pilot Program. Participation in this program requires an application process that must be approved. Participation is not guaranteed.

Position Summary

The Program Director will play an essential leadership role in HCR's Office of Community Renewal. This is an exciting opportunity to build upon previous experience with housing, economic development and government grant administration.

Duties

This role will be a hands-on administrator for new OCR program areas. Under the direction of the President of the Office of Community Renewal, the Program Director will stand up and lead a new targeted home repair grant programs for homeowners and other grant sources that support community revitalization work. Responsibilities will include program design and development, direct project management, fiscal oversight and regulatory compliance.

- Prepare, develop and launch new home repair and community development grant programs.
- Finalize program design, develop comprehensive written policies and procedures.
- Launch funding opportunities, review and score program-related applications, and handle award notification/declination process.



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- Provide technical assistance to program applicants and awardees to ensure comprehension of program regulations, requirements, and the application and award processes.
- Manage all grant administration activities for awarded portfolio of projects including training, technical assistance, budget monitoring, processing payment requests and compliance monitoring.
- Take on long term projects intended to deliver operations improvements, both administrative and technical.
- Collaborate with government, private, and non-profit partners to deliver program improvements.
- Provide and direct technical assistance to eligible program applicants and awardees to ensure comprehension of program regulations, requirements, and the application and funding processes.
- Professional and technical writing for policy memos and documenting procedural adjustments. Including but not limited to memos, correspondence, reports, manuals, presentations, or other documents as needed.
- Carry out routine administrative office activities.
- Attend, participate, conduct presentations and/or assist with preparation for meetings, conferences, webinars and workshops.
- Supervise staff members as needed.

This position requires occasional travel. Amount of travel varies throughout the year. This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

Minimum Qualifications and Desired Skills:

- Bachelor's Degree.
- Minimum of 5 years of relevant experience.
- Advanced skills with Excel & Word.
- Ability to adapt quickly to solve problems and overcome roadblocks.
- Demonstrated interest in the relationship between housing development and community revitalization;
- Understanding of how to work effectively in and with diverse communities;
- Demonstrated experience working independently and exercising good judgment without constant supervision; Ability to communicate effectively both orally and in writing with attention to detail and professionalism in all communications;
- Well organized and self-motivated with ability to work under pressure, while prioritizing and managing multiple tasks and projects;

Instructions for Applicants

Applicants must include a cover letter and resume for review. Applicant must describe in a cover letter how the applicant meets the minimum qualifications, and how the work experienced outlined in the accompanying resume relates to the available position. Applicants are also encouraged to use the cover letter as an opportunity to identify specific skills, including knowledge of software or database systems that may be useful for this position. Applicants are also encouraged to provide a writing sample that demonstrates their ability to clearly communicate technical concepts or procedures.

WHAT WE OFFER

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits.
- Promotional opportunity for dedicated professionals.

TO APPLY, [CLICK HERE](#).



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Applicants must include resume and cover letter

New York State is an Equal Opportunity Employer (EOE)